Delete Expired Documents

This chapter covers the following topics:

- Description

- Procedure

- Batch Example

Description

Program

B04110

Function

Delete documents completely from Con-nect whose expiration date has passed (e.g. deleted documents will not be placed in file Wastebasket).

Online Input Screen

```
 12:49 PM              * * *  C O N - N E C T  3  * * *              14.Feb.94
 Cabinet LS                 Delete Expired Documents                    B04110


             Documents that have an expiration date less
             than the current date   14.Feb.94 are handled here.



             From Cabinet _____ to Cabinet _____

             ('*' for all cabinets)



             Mark _ to prevent the deletion of documents marked for archive




 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
           Menu  Quit
 Complete the information above and press ENTER to continue
```

Utility Parameters

Parameter	Format	Description
From Cabinet	A8	
To Cabinet	A8	Optional
Archive Flag	A1	Optional

Procedure

Documents whose expiration date has passed will be deleted. You use the INFO command to display the expiration date for a document.

Specify the Archive-flag parameter if you do not want to delete the documents marked to be archived.

Bulletin board items can be deleted by the Con-nect administrators (regardless of who created them) if SYSCNTB is entered as the cabinet name.

When a range of cabinets is entered, all cabinets beginning with SYSCNT are ignored.

The total number of records deleted is produced in the resulting report. The report contains the following information:

- Cabinet

- Object name

- Folder/File

- An X is returned in the last column if the document was marked for archive.

Batch Example

Delete all documents whose expiration date has passed, including those marked to be archived. This would be coded as follows:

```
LOGON SYSCNT2B
MENU B04110 *
FIN
```